



PRELIMINARY INFORMATION FORM (PIF) for HISTORIC DISTRICTS

Instructions

The Preliminary Information Form (PIF) for Historic Districts constitutes an application for preliminary consideration of a **historic district** for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. A historic district is defined as “a significant concentration of buildings, structures, or sites that are united historically and aesthetically by plan or physical development.” The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a historic district for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board. Their recommendations regarding the proposed district’s eligibility will be provided to applicants in writing.

Before Preparing a PIF

Contact DHR’s Archivist for assistance in obtaining any information DHR may have on file about the proposed district, such as a previous architectural survey record or eligibility evaluation. Obtaining previously recorded information could save a significant amount of time in preparing the PIF. You are welcome to use this information in preparing your PIF. Contact DHR’s Archivist by phone at (804) 482-6102, or by email at Quatro.Hubbard@dhr.virginia.gov.

- If you have a subscription to DHR’s online database, VCRIS (Virginia Cultural Resource Information System), please also check the electronic record for relevant information.

Staff at one of DHR’s three regional offices are available to answer questions you may have as you begin preparing your PIF. Locations and contact information for each office is at http://dhr.virginia.gov/regional_offices/regional_offices.htm. (You also are welcome to ask DHR’s Archivist for the contact information.)

Preparing a PIF

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the proposed district to be evaluated as well as any information that DHR has provided. Remember that DHR’s Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, the PIF can be submitted via CD, email, ftp, or other file sharing means.

Your PIF will not be evaluated if it is missing any of the following information:

- Contract information for the sponsor of the proposed district
- Contact information for the person submitting the form (if different from the sponsor)



DHR Guidance Document 4596

- Contact information for the City Manager or County Administrator (and Town Manager, if applicable) where the property is located
- 2. **Photos:** Provide color photographs showing general streetscapes within the proposed district and photos of representative examples of individual buildings within the district. Submit photo prints on 4" x 6" glossy photo paper and digital images on CD or other file sharing means approved by DHR's Regional staff. **Without photographs, the application cannot be evaluated.**
- 3. **Maps:** A minimum of two maps must accompany your PIF:
 - **Location Map:** This map shows the exact location and preliminary boundaries of the proposed district. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites, or from DHR's online database, VCRIS. DHR's Archivist can provide an example of an acceptable location map with boundaries.
 - **Preliminary Sketch Map:** This map should be at a scale where road/street names within the proposed boundaries can be easily read. An aerial background may be used to provide an idea of the proposed district's density and character. Maps of proposed rural historic districts also should identify major landscape features, such as a stream or river, mountains, battlefields, and parks. The preliminary sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used. Many local governments provide electronic mapping assistance for proposed historic districts, but this varies by locality.

Submitting a PIF

Once you have completed the PIF, submit it to the appropriate Regional office. The Regional staff member will inform you when DHR staff will review your PIF and answer any questions you may have about the evaluation process.

Note: All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, the materials will be posted on DHR's public website for a period of time during the evaluation process.



DHR Guidance Document 4596

PRELIMINARY INFORMATION FORM for HISTORIC DISTRICTS

DHR No. (to be completed by DHR staff) _____

Purpose of Evaluation

Please use the following space to explain briefly why you are seeking an evaluation of this proposed historic district.

Are you interested in State and/or Federal Rehabilitation Tax Credits?

Yes _____ No _____

Are you interested in receiving more information about DHR's easement program?

Yes _____ No _____

1. General Information

Historic District name: _____

Historic District Location (list major roads/streets) : _____

Independent City or County (and Town if Applicable) _____

Ownership Categories (check all that apply)

Private _____ Public - Local _____ Public - State _____ Public - Federal _____

2. Physical Aspects

Acreage: _____

Setting (choose only one of the following):

Urban _____ Suburban _____ Town _____ Village _____ Hamlet _____ Rural _____

Briefly describe the property's overall setting, including any notable landscape/streetscape features:



3. Architectural Description

Architectural Style(s): _____

If the proposed district includes known work by an architect, landscape architect, engineer, or other professional, please list here:

If builder or developers important to the district are known, please list here:

Dates of construction (provide an approximate range from earliest to latest resources):

Narrative Description:

Describe the overall layout, building patterns, types, features, and general architectural quality of the proposed district. Include architectural styles, prominent materials, method(s) of construction, and noteworthy building details (exterior only). Describe any historic uses or functions that are still evident and an overall assessment of the current character of the proposed district



4. History and Significance

Briefly describe the history of the proposed district, such as its development over time, significant functions, activities, events, dates, persons, and/or families associated with the district. Please list all sources of information used to research the proposed district's history. (It is not necessary to attach lengthy articles or family genealogies to this form.)

If the proposed district is important for its architecture, engineering, landscape architecture, or other aspects of design, please include a brief explanation of these aspects.

5. Applicant Information

Sponsor (Individual and/or organization, with contact information. For more than one sponsor, please use a separate sheet.)

contact person for sponsor/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

Sponsor's Signature: _____

Date: _____

• • Signature required for processing all applications. • •



DHR Guidance Document 4596

Applicant Information (Individual completing form if other than contact person/sponsor listed above)

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail: _____ telephone: _____

6. Notification

In some circumstances, it may be necessary for DHR to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local City Manager or County Administrator (and Town, if applicable).

name/title: _____
locality: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
telephone: _____

Town (if applicable)

name/title: _____
locality: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
telephone: _____

*Thank you for taking the time to submit this Preliminary Information Form.
Your interest in Virginia's historic resources is helping to provide better stewardship of our
cultural past.*

Virginia Department of Historic Resources – 2801 Kensington Avenue, Richmond, Virginia 23221 – Phone 804-482-6446